



Maryland's Community Parks & Playgrounds Program FY 2008 Grant Proposal Guide

Updated May 2006

Maryland Department of Natural Resources
Capital Grants and Loans Administration
Program Open Space/
Community Parks and Playgrounds
Tawes Office Bldg E-4
580 Taylor Avenue
Annapolis, MD 21401

Toll free in Maryland:
1-877-620-8DNR ext. 8403
Or, 410-260-8446

Visit our Website for more information and up-to-date news:
<http://www.dnr.state.md.us/grantsandloans/cpp.html>

Community Parks & Playgrounds Program (CPP) FY 2008 Grant Proposal Guide

A. LOCAL PROJECTS WHICH MAY BE ASSISTED

1. Purpose

The Community Parks and Playgrounds Program provides a dedicated fund source to allow the State to focus on restoring existing and creating new park and green space systems in Maryland's cities and towns. The Community Parks and Playgrounds Program will provide flexible grants to local governments to respond to the unmet need for assistance to rehabilitate, expand or improve existing parks or create new parks, or purchase and install playground equipment in older neighborhoods and intensely developed areas throughout the state.

2. Source of Funds

The revenues for this program are obtained from General Funds and General Obligation Bonds, which are authorized on an annual basis by the Maryland General Assembly.

3. Administration of the Funds

The Department of Natural Resources' (DNR), Program Open Space will administer the Community Parks and Playgrounds Program. Program Open Space staff will prepare and distribute application materials to local governments, conduct grant writing workshops if necessary to assist local governments in documenting need and meeting program criteria and provide background information and analysis on applications.

4. Eligibility

a. General requirements:

The Community Parks and Playgrounds Program provides funding to local governments, which include both counties and municipalities. Grants are competitive. Each local government will be limited to one (1) grant submission package per award cycle. Non-profit organizations are encouraged to partner with local governments in project sponsorship and implementation.

b. General instructions:

Applicants must complete a Community Parks and Playgrounds Grant Proposal List (**Appendix A**) and record all projects and funds requested in the submission package. The local jurisdiction must supply this priority listing to identify their preferred sequence of projects to be funded.

For each project listed, applicants must complete a Program Open Space/Community Parks and Playgrounds Development and Capital Renewal Application (**Appendix B**), provide Project Details (**Appendix C**) and attach all Supporting Documents (**Appendix D**).

c. Deadline:

Applications are due on July 7, 2006 by 12:00Noon and must be submitted to:

Carrie Lhotsky, Program Manager
Community Parks and Playgrounds Program/
Program Open Space
The Maryland Department of Natural Resources
Tawes Office Building, E-4
580 Taylor Avenue
Annapolis, Maryland 21401

5. Types of Projects Funded

a. Activities eligible for funding include, but are not limited to:

- (1) Park, open space and playground development, or redevelopment/restoration including:
 - (a) Construction or replacement of playground equipment, pathways to improve pedestrian or bicycle circulation.
 - (b) Construction, repair or refurbishing of significant structures or critical park elements or features such as: restrooms, observatories, ponds, fountains, gates, fences, lighting, ball courts, athletic fields, etc.
- (2) Parking improvements.
- (3) Land acquisition: While land acquisition costs may be considered for project funding, the highest priority will be placed on capital costs associated with park and playground development and improvement.
- (4) Project planning, design and engineering costs must be less than 10% of the total project amount.

b. Award Conditions:

- (1) Awards will be subject to applicant and project eligibility criteria described later in this document.
- (2) Awards will be competitive in nature. Reimbursement is the preferred method of award disbursement. However, if necessary, a percentage of the award amount may be advanced to the grantee, at the discretion of the Department. Match funding is considered as enhancing criteria, not a requisite.
- (3) All funded projects will be required to have an enforceable maintenance funding plan to adequately maintain the improvements into the future.

c. Projects or elements not eligible for funding include, but are not limited to:

- (1) Hiring of staff.
- (2) Routine seasonal maintenance costs such as labor and machinery for grass mowing, turf management, snow removal.

6. Specific Project/Activity Requirements:

- a. Project is in an existing community/neighborhood within a Priority Funding Area.
- b. Projects are within the applicant's jurisdiction and the applicant holds the rights to develop on the property.
- c. Applicant demonstrates the capacity to plan, implement and maintain the project (sufficient and qualified staff or contractor, effective administrative procedures and systems, evidence of past success, etc.)
- d. Project is consistent with the Land Preservation and Recreation Plan for the applicable jurisdiction.
- e. Project is consistent with National Playground Safety and the Americans with Disabilities Act.
- f. Projects must envision a minimum twenty (20) year life span. Conversions of use will require replacement of recreational use and function of equal or greater monetary value.
- g. All funded projects will be required to have an enforceable

maintenance-funding plan to adequately maintain the improvements for a minimum of (20) twenty years.

7. Applications will be reviewed and rated based on the following program criteria, as well as Project Details:

- a. Previous award recipients who have demonstrated an ability to administer projects in accordance with stated time-lines, criteria and goals set forth in each approved project.
- b. The demonstrated willingness of business, non-profit organizations and community to participate in and support the project through funding or leveraging resources.
- c. The degree to which planning and design elements and local budget approvals for the project are complete, allowing construction/completion of the project to occur expeditiously, preferably within twelve months of award.
- d. Accessibility, meaning the degree to which the project is within walking or biking distance from established communities, handicapped accessibility, and integrated, equal access by all users.
- e. The project's potential to benefit a significantly broader population and geographic area.
- f. The project's contribution to maintaining the cultural or historical significance of the community.
- g. The degree to which the funding would complement an existing urban revitalization project, such as encouraging in-fill and redevelopment investment, providing greenway and trail linkages, etc.
- h. The degree to which the project protects/restores natural resource values within the facility and the community, and employs "Green" design and low impact development elements in planning, construction and future maintenance.
- i. Additional dollar match provides an expansion of project scope.

B. Proposal Review and Selection

The Department's Capital Grants & Loans Unit will review complete applications. The review will determine if the proposed projects are consistent with the Community Parks and Playgrounds Program's purpose, eligibility requirements, criteria, as well as Project Detail responses. The Capital Grants & Loans Unit will make recommendations for grant selections to The Department's Secretary. Subsequent to review and approval by the Secretary and State Clearinghouse, the projects recommended for funding will be submitted to the Board of Public Works for approval.

Although the Community Parks and Playgrounds selection criteria and funding will be used for these projects, the applicants' responsibilities will be the same as those associated with projects receiving Program Open Space funding. This merging of the Programs for administrative purposes is an effort to minimize confusion for local government since most are familiar with the policies and procedures of Program Open Space.

C. Notification of Award

The Department of Natural Resources will send a letter of award to the applicant for each selected project. Selected grant recipients may be required to submit a revised itemized budget and signed funding authorization form.

D. Monitoring and Evaluation

The Department's Program Open Space staff will monitor local progress in accordance with stated time-lines, performance criteria and goals set forth in each approved project and the standards and policies of Program Open Space. Local government grantees will submit a final report describing the project's results upon project completion.

E. PROJECT PROPOSAL FORMAT AND SUBMISSION PROCESS:

1. **Read** the Community Parks and Playground's Grant Proposal Guide to understand project eligibility and application submission requirements.
2. **List** all proposed projects funding requests on the Grant Proposal List (**Appendix A**).
3. **Complete** a Community Parks and Playgrounds Development & Capital Renewal Application (**Appendix B**) for each project listed on (Appendix A). Sign and date the original application.
4. **Provide** Project Details (**Appendix C**) for each project listed on Appendix A. Number and label each item (1-10). Responses may not exceed a total of five (5) pages in length. *Only those applications that address each question will be reviewed.*

Project Details (Appendix C) Items numbered one to ten.

Item 1. Project Descriptions: Explain the proposed project, why it's being developed, how it relates to local recreation needs and is it a new development or does it build upon an existing facility.

Item 2. Administrative Capacity: Describe your capacity to plan, implement and maintain the project (sufficient and qualified staff or contractor, effective administrative procedures and systems, evidence of past success, etc.)

Item 3. Community Partners: Describe business, non-profit organization and community willingness to participate in and support the project through funding or leveraging resources. Attach any letters of support to the proposal.

Item 4. Status of Planning & Design: Indicate the status of planning and design elements for the project and if not complete at this time explain how you intend to expedite planning and design to allow construction/completion of the project to occur expeditiously, preferably within twelve months of award.

Item 5. Project Budgeting: Is capital funding appropriation in place at this time? If not, when will your budget be amended to utilize grant funds and/or any other funding for this project?

Item 6. Accessibility Goals: Describe how the project will deal with accessibility issues including minimizing walking or biking distance from established communities, enhancing handicapped accessibility, and offering integrated, equal access by all users.

Item 7. Service Area & Patrons: Describe the project's potential to benefit a significantly broader population and geographic area.

Item 8. Cultural & Historic Aspects: Describe the project's contribution to maintaining the cultural or historical significance of the community.

Item 9. Natural Resource Stewardship: Describe the degree to which the project protects/restores natural resource values within the facility and the community, and employs "Green" design and low impact development elements in planning, construction and future maintenance.

Item 10. Matching Funds: What, if any, additional matching funds are being provided to allow an expansion of project scope?

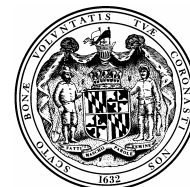
5. **Assemble** all Supporting Documents **(Appendix D)**.
6. **Contact** your Program Open Space (POS) Program Administrator, if needed, to review the required attachments.
7. **Complete** application packets must be collated and include:
 - One (1) Copy of the Grant Proposal List **(Appendix A)**; and
 - **For each proposed project listed on Appendix A, twelve sets of appendices describing that project**, each set containing one of each of the following:
 - **(Appendix B)** The Community Parks and Playgrounds Development and Capital Renewal Application
 - **(Appendix C)** Project Details
 - **(Appendix D)** Supporting Documents
8. **Applications are due on July 7, 2006 by 12:00 p.m. (Noon) and must be submitted to:**

Carrie Lhotsky, Program Manager
Community Parks and Playgrounds Program/
Program Open Space
 Department of Natural Resources
 Tawes Office Building, E-4
 580 Taylor Avenue
 Annapolis, Maryland 21401
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F. Anticipated Program Timeline

May 15, 2006	Proposal requests sent to all Maryland counties and municipal governments.
June 6, 2006	Grant Writing Workshop
July 7, 2006	Applications due by 12:00pm (Noon)
July 12 – August 4	DNR Review and Recommendations
August 7 – September 18	State Clearinghouse Review and Program Open Space Site Inspections
January 2007/February 2007	Awards Announced and Notifications Mailed

Robert L. Ehrlich, Jr., Governor
 Michael S. Steele, Lt. Governor
 C. Ronald Franks, Secretary



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